

Welcome to Round Rock
Municipal Court
301 West Bagdad Avenue
Suite 120
Round Rock, Texas 78664
www.roundrocktexas.gov

Office Hours

Monday - Friday

8:00 a.m. to 5:00 p.m.

You Must Appear Before a Judge:

- If you are under the age of 17
- If you are under the age of 21 and charged with an alcohol related offense
- If you are under the age of 18 and charged with a tobacco related offense
- If you wish to enter a plea of Not Guilty

Who can handle your citation?

- Only the defendant (person who was charged with the violation)
- An attorney representing the defendant
- No family member or friend can represent you, enter a plea or pay your fine
- A mail drop is provided on the west side of the building for after hours

We are here to assist you with court processes

- Please have your driver's license or other official photo identification ready
- Payment of your fine & costs will be recorded as a plea of NO CONTEST and reported as a conviction to the Texas Department of Public Safety.

Methods of Payment Accepted

- Cash – Never leave court without a receipt indicating amount paid on which case!
- Money Order – Payable to Round Rock Municipal Court with the citation or docket number
- Master Card or Visa – in person using only a credit card with YOUR name on it.
- Checks are NOT accepted as payment.

Personal Appearance

- You or your attorney may be able to finalize your case through the Municipal Court Clerk's customer service division through personal appearance. A friend or family member can not appear on your behalf.

Not Guilty

- If you are pleading Not Guilty, you must proceed to your initial court appearance date. If you missed your initial court appearance date, you will need to see a customer service representative.

Court Room Dress Code

- You are appearing in a court of law. You are required to dress in a manner that demonstrates respect of the judiciary.
- It is improper to wear shorts, mini skirts, flip flops, torso revealing garments, or headgear.
- Shoes and shirts are required.
- Clothing with offensive slogans, pictures or gestures is prohibited.

Driving Safety

- You may be eligible to request dismissal of one (1) moving violation by taking a driving safety course, but you must request it on or before your initial appearance date assigned by the officer on your citation.

Offenses NOT eligible for Driving Safety:

- Any person with a "Commercial Driver's License"
- Violations occurring in a "Construction Zone, With Worker's Present"
- Persons who have completed DSC for another citation (anywhere) in the previous 12 months
- Persons who have NOT met the DSC applications requirements by the initial appearance date
- Persons charged with "Speeding 25 MPH or more over the limit"
- Persons who DO NOT have a valid Texas Driver's License or Permit
- For the violation of Passing a school bus; Reckless driving; Evading a peace officer

For DSC you must have the following things:

- Your valid Texas Driver's License
- Your valid proof of Financial Responsibility (Liability Insurance)
- Driving Safety Court Costs –
 - \$107 or \$132 (for school zone offenses)

These items are **REQUIRED** at the time of your application; applications must be complete on or before your court appearance date.

Compliance Tickets

Some violations allow a dismissal of the charge with a processing fee. If you were charged with one of the following you might be eligible:

- Expired Inspection (Expired MVI)
- Expired Vehicle Registration (Exp MVR)
- Expired Driver's License (Expired DL)
- Fail to Change Address on Driver's License
- Defective Equipment Violations (Commercial Motor Vehicles are not eligible for dismissal)
- Operate Motor Vehicle without License Plate(s)
- Display Altered, Unclean or Obscured License Plate(s)

Requirements for processing a compliance dismissal

- \$20.00
- Remedy defect within 20 working days from the date of violation.
- Receipt of payment for fees and penalty for renewal (Clerks must look at originals)
- Appearance on or before the answer date

Cases in Default

- On a traffic stop, an officer released you on YOUR PERSONAL PROMISE TO APPEAR in court on a specific date & time. Your obligation to the court continues until judgment is fully satisfied.
- Your case is in DEFAULT if you are tardy or miss the date & time assigned to you.

Proof of Insurance or Failure to Maintain Financial Responsibility

- If you were charged for Failure to Maintain Financial Responsibility (FTMFR), you will need your insurance card, policy or other authorized certificate of insurance showing coverage on the DATE & TIME of your violation. All insurance presented to the court is verified by phone with the issuing agency in accordance with the law.

STATUTORY NOTICE

A SECOND OR SUBSEQUENT CONVICTION OF AN OFFENSE UNDER THE TEXAS MOTOR VEHICLE SAFETY RESPONSIBILITY ACT WILL RESULT IN THE SUSPENSION OF YOUR DRIVERS LICENSE AND MOTOR VEHICLE REGISTRATION UNLESS YOU FILE AND MAINTAIN EVIDENCE OF FINANCIAL RESPONSIBILITY WITH THE DEPARTMENT OF PUBLIC SAFETY FOR TWO YEARS FROM THE DATE OF CONVICTION. THE DEPARTMENT MAY WAIVE THE REQUIREMENT TO FILE EVIDENCE OF FINANCIAL RESPONSIBILITY IF YOU FILE SATISFACTORY EVIDENCE WITH THE DEPARTMENT SHOWING THAT AT THE TIME THIS CITATION WAS ISSUED, THE VEHICLE WAS COVERED BY A MOTOR VEHICLE LIABILITY INSURANCE POLICY OR THAT YOU WERE OTHERWISE EXEMPT FROM THE REQUIREMENTS TO PROVIDE EVIDENCE OF FINANCIAL RESPONSIBILITY.

Court Appearances

- You are always entitled to appear at your scheduled date and time before a Judge. The clerk's office is only able to process certain disposition types meeting specific court ordered criteria. Your case papers are presented to a Judge for final approval and are subject to RECALL on order of the court.

Instructions for youth defendants

- **WARNING:** A child and parent required to appear before the court have an obligation to provide the court in writing with the current address and residence of the child. The obligation does not end when the child reaches age 17. On or before the seventh day after the date the child or parent changes residence, the child or parent shall notify the court of the current address in the manner directed by the court. A violation of this subsection may result in arrest and is a class C misdemeanor. The obligation to prove notice terminates on discharge and satisfaction of the judgment or final disposition not required a finding of guilt.

Points on your Driver License

- "A conviction of an offense under a traffic law of this state or a political subdivision of this state may result in the assessment on your driver's license of a surcharge under the Driver Responsibility Program."